

CENTRAL YAVAPAI FIRE DISTRICT

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Finance Manager

(\$20.92 - \$31.91 hourly)

The Central Yavapai Fire District is now accepting applications for the position of Finance Manager.

DISTINGUISHING FEATURES OF WORK - Under the direction of the Assistant Chief of Administration, the Finance Manager performs a wide range of financial duties, including payroll, accounts receivable and payable and general ledger. Assists with budget preparation, and annual audit. Supervises assigned staff. This is a forty hour per week, Monday through Thursday position. It is also a non-tobacco use position.

JOB RELATED AND ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: financial programs and systems, modern payroll and accounting practices, governmental budgeting practices, operation of modern office systems and equipment, operation of modern computer systems and office and accounting software, word processing, spreadsheets and other advanced computer programs. **Ability to:** efficiently and effectively manage financial systems, prioritize work to meet goals, objects and deadlines, handle sensitive information in an appropriate manner, work independently and/or follow instructions, communicate clearly and professionally; establish and maintain effective working relationships with co-workers, other governmental agencies, public officials, and the general public. **Physical ability:** sufficient to operate computer and telephone with speed and accuracy; sufficient to write quickly and legibly. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; and talk and hear. The employee must occasionally lift and/or crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. **Visual ability:** Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus; sufficient to effectively operate computers; clearly read handwritten or typewritten materials and maps. **Hearing ability:** sufficient to communicate effectively with persons over the telephone and in person. **Speaking ability:** sufficient to clearly, concisely, and effectively communicate with persons over the telephone and in person. **Language skills:** Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Write routine reports and correspondence. **Mathematical skills:** Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. **Reasoning ability:** Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Freedom from mental disorders which would interfere with performance of essential job duties.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

EXPERIENCE / EDUCATION: High school diploma or general education degree (GED) required. Degree in accounting/finance preferred. Three years of financial experience required.
Certificates, licenses, registrations: state of Arizona driver's license.

ESSENTIAL JOB DUTIES: (The duties listed may not include all duties required of this position). Perform bi-weekly payroll processing and reporting. Prepare quarterly and year end payroll reports, including W-2 forms. Process payroll changes related to new hires, terminations, merit/longevity raises, changes in deductions etc. Reconcile bank statements and general ledger. Prepare bank deposits. Process accounts payables, including verification of vendor invoices/statements, coding to budget accounts, and preparing for computer entry. Act as liaison with vendors in resolving billing issues. Maintain vendor records and product 1099 forms annually. Co-ordinate accounts receivables. Monitor and balance credit card statements. Maintain inventory tracking system. Handle budget entries and related adjustments. Assist in annual budget preparation and annual audit. Prepare technical reports, board packets and required correspondence from rough drafts. Prepare and administer performance evaluations for finance staff. Takes accurate meeting minutes and transcribe, if necessary. Organize retention of historical accounting records. Assist with special projects. Interact with the public in a positive manner that exemplifies the Fire District's mission. Maintain a "Meets Standards" on personnel evaluations in the "Core Values" areas of customer service, attitude, teamwork, job competency and interpersonal skills.

EMPLOYMENT INFORMATION: Applications: available at **CYFD Headquarters Office, 8555 E. Yavapai Road, Prescott Valley, Arizona, 86314 between 7:00 a.m. and 5:00 p.m. Monday thru Thursday, or on the District's website at www.centriallyavapaifire.org. Applications must be turned in by April 21, 2010 at 5:00 p.m. to the Headquarters' Office.** Candidates must possess a valid Arizona driver's license and be insurable by the District's insurance carrier. Probation: Probationary period of one year must be satisfactorily served by each employee.

NOTE: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process: (928) 772-7711.

CENTRAL YAVAPAI FIRE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER